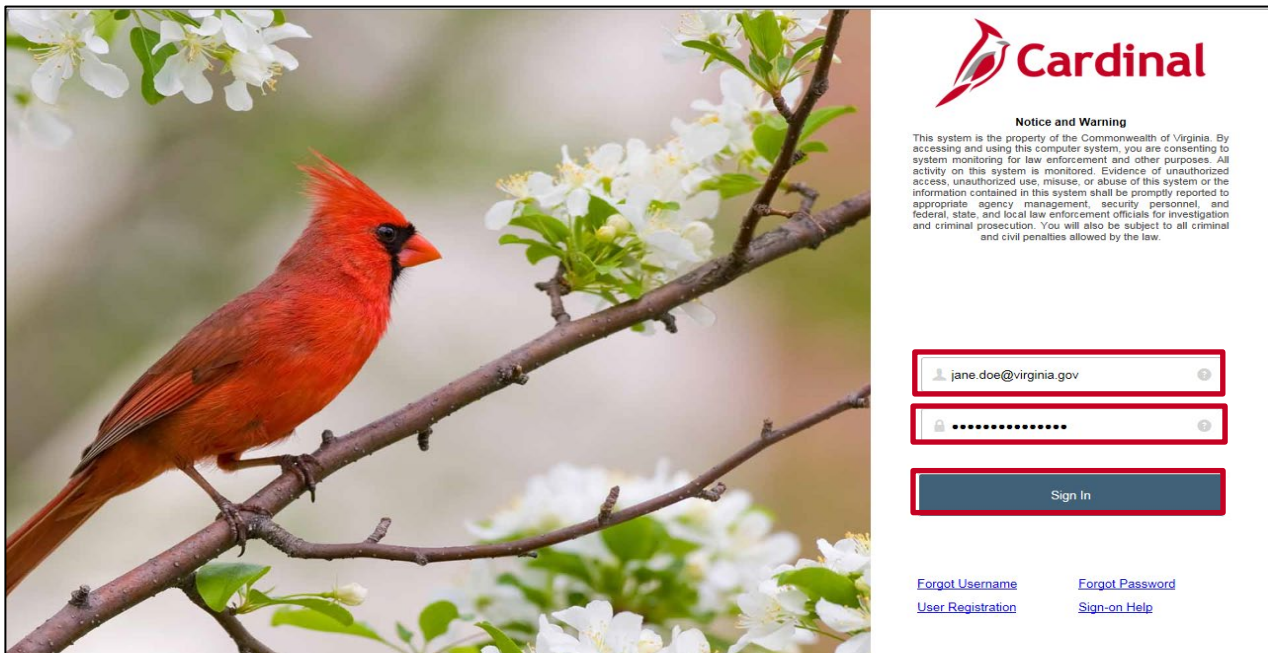---

Quick Start Guide for the Cardinal Portal Overview – COV Users

This guide is intended for COV users who will access Cardinal from inside the Commonwealth of Virginia (COV) network. This guide takes you through the steps involved with accessing the **Cardinal Portal**.

We are recommending you utilize a current version of either the Chrome or Internet Explorer browser when accessing Cardinal. If issues are encountered with one of these browsers, try the other browser option. If you experience issues, please submit a Helpdesk ticket via email to VCCC@vita.virginia.gov and include the word **Cardinal** in the subject line of the email.

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1. Start by entering the following URL in your computer browser: my.cardinal.virginia.gov.
   Note: Bookmark this page in your internet browser.

2. The **Cardinal Login** page displays. In the **Cardinal Username** field, enter your email address.

3. In the **Password** field, enter your network password.

4. Click the **Sign In** button.

5. The **Cardinal Portal** displays. Congratulations! You have completed the login process to access the **Cardinal Portal**.

   Click either the **Finance (FIN)** link to open Cardinal Financials or the **Human Capital Management (HCM)** link to open Cardinal Human Capital Management (VDOT only) under Cardinal Applications section.